

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Regional Supervisor

Class Code: 90342

A. Purpose:

Supervises the protection and management of wildlife, fisheries, water, and land resources in a region of the state and promotes the goals of the department to ensure conservation of species, public safety, and recreational opportunity.

B. Distinguishing Feature:

Regional Supervisors are responsible for planning and implementing department programs, control of funds, and management of facilities, personnel, and functions in assigned regions. Assistant Regional Supervisors administer and coordinate specific wildlife management programs within regions.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides administrative support to ensure region objectives and department goals are met.
 - a. Reviews and approves management plans.
 - b. Reviews, modifies, and approves program budgets.
 - c. Compiles a comprehensive budget, prepares and presents justifications, and monitors expenditures.
 - d. Develops policies, program priorities, management strategies, and operational standards.
 - e. Oversees training of employees.
 - f. Delegates work assignments to personnel and monitors accomplishments.
 - g. Manages facilities and inventories.
 - h. Prepares reports on programs and activities.
 - i. Plans and prepares capital development project requests.
2. Supervises subordinate staff to ensure that the goals and objectives of the work unit are met.
 - a. Participates on interview committees and recommends selections.
 - b. Trains and provides work direction.
 - c. Approves leave and overtime.
 - d. Addresses employee problems and initiates disciplinary action.
 - e. Conducts performance appraisals and completes appraisal documents.
 - f. Formulates and implements employee work development and improvement programs.
3. Approves region recommendations for hunting and fishing seasons.
 - a. Directs the collection of data used to set seasons.
 - b. Coordinates with other state, local, tribal, and federal agencies in resource monitoring and management.
 - c. Presents and justifies region recommendations to department managers and commission members.
4. Serves as the region spokesperson to interpret department policies and promote department goals.
 - a. Speaks on department issues at a variety of civic organizations and special interest

- groups.
 - b. Responds to telephone and personal inquiries.
 - c. Writes regular news articles and participates in radio and television shows.
 - d. Organizes and coordinates community and department task forces and other community involvement efforts.
5. Oversees region law enforcement activities to ensure compliance with rules and regulations, public safety, and conservation of species.
- a. Interprets law enforcement rules and procedures.
 - b. Authorizes law enforcement training courses for subordinates.
 - c. Directs investigations of hunter accidents and fatalities.
 - d. Participates on executive teams to finalize changes to laws, regulations, and procedures and develop justifications.
 - e. Intervenes with the media in high-profile situations.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Assistant Division Director of Operations. Supervises Assistant Regional Supervisors, Conservation Officers, Conservation Foremen, Conservation Technicians, Extension Trapper Specialists, and clerical staff.

E. Challenges and Problems:

Challenged to realize the department's mission, promote its goals, and maintain a good relationship with the public. This is difficult because of conflicting points of view regarding wildlife and fisheries management. Also challenged to manage and oversee region employees. This is challenging because of the distances involved and time constraints.

Problems encountered include settling conflicts in the region between groups with different interests in wildlife and fisheries management, prioritizing and managing program objectives to accommodate budget shortfalls, and ensuring region personnel receive adequate training.

F. Decision-making Authority:

Decisions include allocation and expenditure of funds, approval of program reports from region personnel, region work schedules and priorities, when to initiate disciplinary action, approval of region season recommendations, and recommendations for rules changes.

Decisions referred include final approval of budget requests, rules changes, and season harvest regulations.

G. Contact with Others:

Daily contact with other state and federal agencies to coordinate work and share information, and with the public to provide information, interpret rules, and resolve conflicts; weekly contact with civic groups and the media to present programs and information; and monthly contact with legislators and commission members to provide information on department programs.

H. Working Conditions:

Typical office environment; also works outdoors in all weather conditions, conducts law enforcement patrols and apprehends and cites violators carrying weapons; and is exposed to hazardous materials and diseases.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- public administration as it applies to conservation and preservation of the natural resources of the state;
- ecological and socio-economic factors affecting habitat and populations;
- state and federal laws and regulations as they apply to wildlife and fisheries management;
- legislative processes and deadlines;
- interaction among the public, resource management agencies, and wildlife and fisheries resources;
- principles and techniques of effective public relations and external communications;
- conservation law;
- personnel management sufficient to supervise employees of various skill levels;
- fiscal management procedures and schedules.

Ability to:

- effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines, both long- and short-term;
- budget monetary, material, and equipment resources;
- develop policies and define standards for specific situations;
- develop procedures and determine the logical flow of work;
- develop standards of performance, evaluate employee performance, and give feedback to employees;
- respond appropriately to requests from the state legislature and the governor's staff;
- evaluate program effectiveness and initiate needed changes;
- communicate information clearly and concisely.

J. Licenses and Certifications: Valid driver's license; successful completion of the South Dakota Law Enforcement Officers Standards Training Course and the Game, Fish, and Parks Conservation Officer Field Training Program; semi-annual qualification and training with department-issued firearms and semi-annual qualification in defensive tactics and other required law enforcement training.